

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Earned Value Management System (EVMS) Reporting and Surveillance Requirements for Small Sites Projects**Policies, Procedures
and PlansAPPROVED: (Signature on File)

EMCBC Director

1.0 PURPOSE

The purpose of this Procedure is to establish reporting and surveillance requirements for Earned Value Management System (EVMS) at the Small Sites Projects.

2.0 APPLICABILITY

This procedure applies to Small Site Projects managed by the EM-3.2 Office Director with a Total Project Cost greater than \$20M and an approved Baseline (CD-2): Argonne National Laboratory (ANL), Mound OU-1, Brookhaven National Laboratory (BNL), Energy Technology Engineering Center (ETEC), Moab, Stanford Linear Accelerator Center (SLAC), Separations Process Research Unit (SPRU), and West Valley Demonstration Project (WVDP).

3.0 REQUIREMENTS

- 3.1 DOE O 413.3A, Program and Project Management for the Acquisition of Capital Assets, July 2006
- 3.2 Policy, EMCBC P 413.3, Subject: Program and Project Management for the Acquisition of Capital Assets, dated August 6, 2007
- 3.3 Memo, J.E. Surash to Distribution, Subject: "Establishing the Requirements for an Earned Value Management System, Standardizing Minimal Reporting Requirements, and Implementing and Earned Value Management System Surveillance Program" dated July 6, 2007

4.0 RESPONSIBILITIES**4.1 Office Director**

- 4.1.1 Ensure consistent implementation of EVMS reporting between sites.

4.2 Site Manager/Federal Project Director

- 4.2.1 Ensure that the Contractors at the Small Sites are submitting monthly EVMS reports in accordance with EM requirements;
- 4.2.2 Review contractor monthly EVMS data for completeness and accuracy;

- 4.2.3 Assure that environment, safety, health, quality assurance, and security requirements are met for all CD and BCP actions;
- 4.2.4 Ensure that monthly EVMS data is entered into IPABS Project Execution Module (PEM); and
- 4.2.5 Approve contractor modifications to the OMB reporting formats to accommodate site specific needs.
- 4.2.6 Ensure site assessment and surveillance procedures include an EVMS Surveillance Plan.

4.3 EMCBC Planning Team Program Analyst

- 4.3.1 Review and analyze EVMS site reports, as requested;
- 4.3.2 As the Small Sites IPABS Administrator, ensure completeness and timeliness of data entries.

5.0 **PROCEDURE**

- 5.1 The objective of this procedure is to ensure that project performance are consistent in accordance with (1) the Office of Environmental Management (EM) requirements per the Integrated Planning, Budgeting and Accounting System (IPABS), (2) the Office of Management and Budget (OMB) contract performance report formats, and direction provided by the Deputy Assistant Secretary for Acquisition and Project Management (EM-50) as described in Requirement 3.3 of this procedure;
- 5.2 Review Contractors EVMS reports to ensure compliance with EM requirements (i.e. use of OMB contract reporting formats per Attachment A);
- 5.3 Review Contractor EVMS reports using the ANSI/EIA-748-A EVMS Guidelines (Attachment B) to document compliance;
- 5.4 Enter, review and approve the following EVMS data in IPABS/PEM: BCWS, BCWP, ACPW, BAC, EAC, Management Reserve Remaining (MRR), Status of the Project, Variance analyses, Corrective Actions, and Progress Toward and Estimated Completion of Recovery;
- 5.5 Monthly reviews are conducted per site assessment and surveillance procedures.

6.0 **RECORDS MAINTENANCE**

Records should be submitted consistent with sites reporting and surveillance procedures.

7.0 **ATTACHMENTS**

7.1 Attachment A, Office of Management and Budget Contract Reporting Formats:

- 7.1.2 Format 1, DD Form 273411, Mar 05, Work Breakdown Structure
- 7.1.3 Format 2, DD Form 273412, Mar 05, Organizational Categories
- 7.1.4 Format 3, DD Form 273413, Mar 05, Baseline
- 7.1.5 Format 4, DD Form 273414, Mar 05, Staffing
- 7.1.6 Format 5, DD Form 273415, Mar 05, Explanations and Problem Solving

7.2 Attachment B - ANSI/EIA-748-A EVMS Guidelines

Attachment A, Office of Management and Budget Contract Reporting Formats

Attachment B, ANSI/EIA-748-A EVMS Guidelines

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original procedure	All	11/6/07